

**Wichita Police Department Policy Manual**

Approved by: _____

Regulation 5.0 – Administrative Personnel Regulations

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Maintained by: Information Services

Issue/Rev.: R 08-08-2011

Regulation 5.1--Departmental Correspondence

Issue/Rev.: R 08-08-2011

Penalty

- 5.101 A Members shall use the standard Department business card, individualized only by the member's first name, last name, rank, assignment, I.D. #, phone number and fax number. Executive staff shall use the card approved by the City.
- 5.102 A Letters and facsimiles [FAX] shall be prepared in accordance with Wichita Police Department Policies.
- 5.103 A Use of official police stationary shall be limited to correspondence on official police matters.
- 5.104 A Members of the Department shall not use City of Wichita telephones to make personal, long-distance calls, which the Department must pay for.
- 5.105 A When answering the telephone, a member of the Department shall identify his/her section or unit, his/her rank or title, and last name. EXAMPLE: "Patrol West, Captain, _____," or "Special Investigations, Detective _____."
- 5.106 A Members of the Department shall not use the Department as a mailing address for private purposes. The Department address shall not be used on a member's motor vehicle registration or driver's license.
- 5.107 C Police records, which are confidential, are restricted in their use to bona-fide law enforcement agencies or other individuals and/or agencies pursuant to the Federal Privacy and Security Act.
- 5.108 E Members of the Department shall not in any manner impart confidential police information to any person
R unauthorized to receive it.
- 5.109 C Members of the Department shall not remove or reproduce Department of Justice Records from the Records Bureau without approval of the Records Bureau Commander. No official record or item shall be removed from official police custody without approval of a Division Commander.

Regulation 5.2--Department Vehicles/Helicopters

Issue/Rev.: R 08-08-2011

Penalty

- 5.201 B Members of the Department shall properly care for assigned equipment and vehicles, and shall report any lost, defective, damaged or inoperative equipment. Damage to any apparatus or vehicle resulting from negligence, carelessness, or failure to provide proper care will result in disciplinary action. Exception: Regulation 5.213.
- 5.202 B Members shall obtain incident numbers on all accidents, regardless of the extent of damage, in which City owned or leased vehicles are involved, and shall document them in accordance with Policy 401-Accidents Involving City Owned or Leased Vehicles and Policy 406-Traffic Accident Reporting.
- 5.203 A A commissioned supervisor shall be assigned to any accident involving a City vehicle. The supervisor shall always be of a higher rank than the Department member who is involved in the accident. The supervisor shall, within ten days of the accident, complete an Officer's Report to the Chair of the Accident Review Board the Support Services Division Commander, detailing the basic facts surrounding the accident and including the supervisor's opinion on fault. Copies of this report shall be forwarded to the Traffic Section Accident-Follow-Up Unit, and to the member's Division Commander.
- 5.204 D Members of the Department who operate a City motor vehicle must possess a valid Kansas Driver's License.
- 5.205 C Members of the Department shall not use any City vehicles (other than ones assigned to their normal duty positions) without the permission of a supervisor.
- 5.206 A Members of the Department shall remove the ignition keys and lock their City vehicles when unattended.
- 5.207 A Members shall use appropriate restraints (seat belts) when operating or traveling in any City vehicle, leased or owned, unless exigent circumstances exist. Moving a vehicle a short distance, when no emergency exists, is not considered exigent circumstances. Operating or traveling in, for this regulation, is defined as anytime the vehicle is in motion. Members should also use appropriate restraints when traveling in all vehicles, including those not owned by the City.
- A. Members shall also use appropriate restraints in private lots, parking lots, and garages.

- B. Drivers shall ensure that all non-police personnel have their seat belts fastened at any time they are in a City vehicle, whether the vehicle is or is not in motion.
- 5.208 A Members of the Department shall report defects in the seat belts of any City vehicle to the CMF Police Garage and shall "down" any vehicle having such faulty equipment. The vehicle shall remain out-of-service until the belts are repaired.
- 5.209 A Members of the Department shall not permit unauthorized persons to be conveyed in any City vehicle without obtaining prior approval of a supervisor. A fully-completed Release From Liability Form [WPD Form 321-118] shall be obtained from any person (other than a commissioned WPD officer or WPD Reserve Officer) who has been approved to ride in a police vehicle. The completed form shall be kept on file by the member's immediate supervisor.
- 5.210 A No persons other than WPD commissioned officers (or WPD Reserve Officers) shall be allowed to ride in the police helicopter without the permission of the Chief of Police, a Division Commander, the Special Operations Commander or Air Section Commander. A fully-completed Release From Liability Form [WPD Form 321-118] shall be obtained from any person (other than commissioned WPD officer or WPD Reserve Officer) who has been approved to ride in the police helicopter. The completed form shall be kept on file in the Air Section Supervisor's office.
- 5.211 D Whether responding to a 911-dispatched call or not, when deciding whether to operate or actually operating a police car as an emergency vehicle, authorized operators shall strictly adhere to the provisions of Policy 605-Emergency Vehicle Operation.
- 5.212 D Members of the Department who are authorized to operate a police car as an emergency vehicle shall respond immediately to any call assigned to them which is designated by the dispatcher as 10-39, and the response shall be in strict compliance with the provisions of Policy 605-Emergency Vehicle Operation.
- 5.213 ~~NONE~~ Discipline measures for members of the Department involved in accidents with City vehicles will be done so in accordance with the City of Wichita Safety Manual.

Regulation 5.3--Employee Death/Serious Injury Reporting

Issue/Rev.: R 11-26-1996

Penalty

- 5.301 A When a member of the Department dies or is seriously injured [e.g., the injury could result in death/disability] either on- or off-duty, immediate verbal notification shall be made, during normal business hours, to the Chief of Police [or to the Duty Chief in the event of the Chief's absence], and to the deceased/ injured member's Section Commander by the Department member who is first informed of such an occurrence. After hours and on weekends, such notification shall be made to the Watch Commander, who will then be responsible for making any further notifications.
- 5.302 A In the event a retired member of the Department dies or is seriously injured, notification of the Chief of Police [during business hours] or the Watch Commander [after hours] shall be made as soon as possible by the officer or civilian worker who first becomes aware of such an occurrence.

Regulation 5.4--Labor Unions

Issue/Rev.: R 11-26-1996

Penalty

- 5.401 C Members of the Department shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any labor organization except as provided by law.
- 5.402 A Any member of the Department conducting Fraternal Order of Police business while on-duty shall complete the FOP Time-off Report Form [WPD 32-061] and shall receive approval from his/her Section Commander prior to taking the time off. Members conducting Fraternal Order of Police business shall adhere to the requirements and procedures found in the current Memorandum of Agreement.

Regulation 5.5--Personnel File

Issue/Rev.: R 11-26-1996

Penalty

- 5.501 A No one below the rank of Deputy Chief may authorize access to a Department member's personnel file. This regulation is not intended to prevent a member from viewing his/her own file, but is to protect the file from unauthorized scrutiny.
- 5.502 B No one shall purge or remove any item from a Department member's personnel file without authorization from the Chief of Police.

Regulation 5.6--Political Activities

Issue/Rev.: R 11-26-1996

Penalty

- 5.601 D Members of the Department shall not depict themselves as representing the Wichita Police Department in any effort to solicit support or circulate petitions concerning public issues.
- 5.602 D Members of the Department shall neither solicit support, nor circulate petitions outside the Department for the purpose of promoting their chances for advancement or transfer.
- 5.603 E All members of the department are prohibited from:
- A. Being a candidate for, and/or holding the office of City Councilor for the City of Wichita.
 - B. Publicly making individual and/or personal endorsements of a candidate for the office of City Councilor and/or making a cash contribution to a candidate. However, in City Council elections, members of the Department may privately encourage and support candidates to run for office and may contribute labor and time to candidates [and organizations which support candidates], if such support is given during off-duty hours.
 - C. Soliciting or handling political contributions for the election of a candidate for the office of City Councilor.
 - D. Engaging in political activity that interferes with job attendance or performance, or using City facilities, equipment, or uniforms in political activities.
 - E. Publicly expressing opinions on issues determined by the City Council to be public policy. Members of the Department may, however, publicly discuss matters of working conditions which are under consideration by employee organizations.
 - F. Wearing political badges or buttons on their persons while on-duty, or displaying political signs on City property.
 - G. Being members of Councils or Boards which are advisory in regard to policy or administrative to the City of Wichita, except as specifically authorized by city ordinance.

Regulation 5.7--Rehire Requirements

Issue/Rev.: R 8-7-1996

- 5.701 NONE To be eligible for rehire, a member of the Department must submit his/her resignation on City of Wichita Employee Resignation Form #000-024 no less than five (5) working days in advance of the proposed termination date. It should include the effective time, date, and reason for termination. The completed form shall be presented to the Support Services Division Commander [through channels].
- 5.702 NONE All eligible candidates for rehire into commissioned positions will be processed through the Pre-Employment Section of the Training Bureau. The rehire process shall be determined by the Training Bureau Commander.

Regulation 5.8--Reporting Requirements

Issue/Rev.: R 08-08-2011

Penalty

- 5.801 B Members of the Department who receive designated calls for service from the dispatcher will document the handling and disposition of such calls by one of two methods only:
- A. Obtaining an incident number and completing an Incident Report, or;
 - B. When allowed by policy, advising the dispatcher of the appropriate N-Code.
- 5.802 B Members of the Department who witness a police incident or who are contacted directly by a citizen who reports a police incident, shall document the handling and disposition of such incidents by obtaining an incident number and completing an Incident Report. For purposes of this section, a police incident is any situation, which could not be disposed of, in the reporting sense, by utilization of an appropriate N-Code.
- 5.803 A Members of the Department shall make connecting cases when two or more cases are related in some manner. The Case Desk shall connect the cases upon the request. The need to connect cases arises in two (2) ways:
- A. Cases must be connected when a member investigating an incident learns that the incident is related, or probably related, to another case. This would include [but is not limited to] cases:
 - 1. With the same MO and/or suspect;
 - 2. Occurring at the same time or place;

3. Involving multiple arrests.

B. Cases must be connected when two (2) or more cases are required to report an event or series of events.

5.804 A All preliminary and supplemental Incident Reports shall be submitted prior to the end of a member's tour of duty, unless otherwise directed by a supervisor.

5.805 A Follow-up reports shall be completed and submitted according to the following deadlines:

A. Investigative Reports must be turned in within fifteen (15) working days from the date the case is assigned to the investigator, unless an extension is granted by his/her supervisor.

B. Lab reports must be turned in within ten (10) working days from the date of incident, unless otherwise directed by a supervisor.

C. Prosecution-report packets [PRPs] shall be handled as follows:

1. NOT IN CUSTODY:

When an investigator goes to the DA's Office on a not-in custody with what he/she believes to be a prosecutable case and he/she expects to draw a warrant, the investigator must bring a complete copy of the case's PRP with him/her and give to the charging attorney. If prosecution of the case is problematical, or if the investigator is merely reviewing a case to see what direction the case needs to go, he or she does not need to produce a PRP until the case is ready for formal presentation for a warrant.

If transcripts of taped interviews are part of the PRP and those transcripts have not yet been prepared at the time of presentation, the investigator shall take the actual tape[s] with him/her [for the charging attorney's review] when he/she presents the case for warrant, and transcripts shall be provided to the DA's Office within ten (10) working days of the warrant being filed.

2. IN-CUSTODY

Whenever an investigator goes to the DA's Office on an in-custody and some or all of the reports associated with the PRP have not yet been prepared, the case may be presented for warrant, but a complete copy of the PRP, including transcripts of taped interviews, shall be presented to the DA's Office within seven (7) calendar days [or as soon thereafter as possible] of the warrant being filed.

5.806 A Indicators shall be issued electronically by Bureau Commanders or their designee. They shall be sent electronically to the member of the department needing to attend to the report. A copy will be forwarded to the Bureau Commander of the member who is to receiving the indicator.

5.807 A The Records Bureau Commander shall issue indicators for the following:

A. Incorrect case classification;

B. Incomplete or unclear report;

C. Failure to legibly write or print, in black ink, police reports, forms or other documents;

D. Failure of a member to sign any police document with his/her legal name and identification number;

E. Any Procedural violations.

F. Failure to respond to in indicator in a timely manner. (5.809)

5.808 A Other Bureau Commanders shall issue indicators for deficiencies/errors in the following areas:

A. Traffic citations;

B. The Uniform Criminal Complaint and Notice To Appear [City of Wichita Form 15-225R2/91];

C. Officer's Daily Activity Reports [WPD Form 321-000];

D. Procedural violations, which pertain to the function of the commander's Bureau.

5.809 B A member of the Department who receives an indicator shall make the necessary corrections and return the indicator to his/her immediate supervisor by the end of his/her tour of duty.

5.810 A Deleted 08-08-2011

- 5.811 A Any member of the Department receiving five (5) sustained indicators within a thirty (30) day period for errors stated in WPD Regulations 5.807 or 5.808 is subject to disciplinary action.
- 5.812 B Any member of the Department receiving three (3) or more sustained indicators on one (1) case, regardless of time span, is subject to disciplinary action.
- 5.813 A No new police reports or forms shall be created and reproduced without prior approval of the Chief of Police; however, the Chief may appoint a member or members of his/her staff to approve/disapprove such reports or forms.
- 5.814 N-CODE SYSTEM:
R
- A. The N-Code system consists of a series of computer codes to be entered by a dispatcher into the CAD file at the time a member clears a call. A member will advise the dispatcher of the proper N-Code that will be used in lieu of completing an Incident Report on specified calls for service.
- B. Upon completion of a call for service, the member shall either complete an Incident Report or notify dispatcher of the proper N-Code.
- C. DEFINITIONS OF N-CODES:
- N-1 Call canceled before arrival [to be used by dispatchers or supervisors only]
- N-2 Duplication of another call
- N-3 No complainant located
- N-4 False alarm
- N-5 Non-police incident utilized in these instances only:
- a. Any incident of a civil or no- violation nature;
- b. A request for information or assistance call that does not include or develop criminal intelligence;
- c. An injury call where no possible criminal action is involved.
- N-6 Prisoner transfers
- N-7 Assist Fire, EMS, or other public agency
- N-8 Call transferred to Expediter Unit [to be used by dispatcher only]
- N-9 Weather related false alarm
- D. An Incident Report will be completed without use of an N-Code under the following circumstances:
1. Anytime there is a possibility a criminal offense has occurred, even if the officer cannot immediately determine the facts;
2. On any call that may develop criminal intelligence, such as prowlers and/or suspicious persons;
3. All calls that involve domestic violence.

Regulation 5.9--Residency/Telephone Requirements

Issue/Rev.: R 11-26-1996

Penalty

- 5.901 E The residence of all members of the Department shall be within the limits set forth by the City of Wichita Administrative Personnel Policy and Procedure Manual.
- 5.902 A All members of the Department are required to maintain a telephone.
- 5.903 A Any change of address and/or telephone number will be reported immediately by completing an Address/Phone Change Report [WPD Form 32-062] in duplicate. The completed form shall be sent to the Bureau Commander of the originating officer.

Regulation 5.10--Strikes Prohibited

Issue/Rev.: R 11-26-1996

Penalty

- 5.1001 F Members of the Department shall not engage in any strike.

- 5.1002 F No member of the Department shall organize, or attempt to organize, call for, or in any way cause a strike.
- 5.1003F For the purposes of these regulations, the term "strike" includes:
- A. The concerted failure to report for duty; or
 - B. Willful absence from one's duty station; or
 - C. Unauthorized holidays; or
 - D. Sickness unsubstantiated by a physician's statement and other supportive data; or
 - E. The stoppage of work; or
 - F. Abstinance in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in conditions, compensations, rights, privileges, or obligations of employment.

Regulation 5.11--Training Requirements

Issue/Rev.: R 08-08-2011

Penalty

- 5.1101 F All Police Recruits shall attend Recruit School, and shall maintain a minimum composite grade, compiled by the Training Bureau Commander, of seventy percent (70%). The Training Bureau Commander is responsible for developing and maintaining a Recruit School curriculum.
- 5.1102 C During the time a Police Recruit is in Recruit School, he/she shall adhere to the Wichita/Sedgwick County Law Enforcement Academy Rules and Regulations.
- MANDATORY IN-SERVICE-TRAINING (IST):
- 5.1103 B With the exceptions of those members who have been exempted by the Chief of Police, every commissioned officer shall attend and satisfactorily complete any In-Service Training which has been designated as mandatory. The Chief of Police will inform the Training Bureau Commander of any personnel he/she has exempted.
- 5.1104 A-F Every commissioned WPD officer shall attend and satisfactorily complete both the Spring and the Fall sessions of
R mandatory firearms training provided by the Training Bureau [see Regulations 4.145 and 4.158-4.163].
- 5.1105 K.S.A. 74-5607a (b) provides that beginning the second year after certification, every full-time police officer or law
R enforcement officer shall annually complete forty (40) hours of law enforcement education or training in subjects directly related to law enforcement. Failure to complete such training shall be grounds for disciplinary action. The in-service training year for the Wichita Police Department begins July 1 and ends June 1st each year. Kansas In-Service Training Guidelines can be viewed at www.ksccpost.org/guidelines.htm.
- B A. Any officer who, due to illness or injury, is unable to meet the forty (40) hour requirement prior to June 1 of any year shall submit an Officer's Report, through channels, to the Chief of Police, requesting an extension of the one-year time period.
- F B. Any officer, who for any reason fails to retain their Kansas Law Enforcement Officer certification pursuant to the Kansas Law Enforcement Training Act, shall be terminated. (K.S.A. 74-5617)